



# West Virginia Real Estate Appraiser Licensing and Certification Board

**Mailing Address**  
PO Box 40267  
Charleston, WV 25364

Phone: 304-558-3919  
Fax: 304-558-3983  
Website: [www.appraiserboard.wv.gov](http://www.appraiserboard.wv.gov)

## APPRAISAL MANAGEMENT COMPANY REGISTRATION RENEWAL APPLICATION—PAGE 1

1. Application must be legible. Please type or print clearly.
2. The Renewal Fee is \$2,000 and is *non-refundable*. Registrations are renewed for the period from July 1 to June 30 of the following year. Renewals are due by May 31, 2015, or 30 days prior to June 30th.
3. Renewal Fee must be in the form of a check or money order made payable to the WV Real Estate Appraiser Board. Renewal application and payment must be mailed to: WVAB, PO Box 40267, Charleston, WV 25364. The Board Office will not accept delivery of Federal Express, UPS or other delivery service.
4. Renewals not received in a timely manner are delinquent. Delinquent Renewal Fees are two-hundred fifty (\$250) per month for each delinquent month up to three months after expiration. A registration that has been delinquent for more than three months shall be considered expired and a new application for registration is required. Renewal applications must be postmarked by May 31, 2015, or will be considered delinquent. Renewal applications postmarked after this date shall not be processed unless accompanied by appropriate delinquent fee.
5. Original Appraisal Management Company Registration Bond Form in the amount of \$50,000 may be submitted with the renewal application. If a Continuation Certificate with Accompanying Power of Attorney is submitted in lieu of an original Bond Form, raised seals are required on both the Continuation Certificate and Power of Attorney Form.

Company's Name: _____		
WV Registration Number: _____		
Contact Person for Renewal: _____	Title: _____	
Telephone: _____	Email: _____	
Has any contact information for the company changed?	No _____	Yes _____ (complete information below)
Physical Address: _____		
City: _____	State: _____	ZIP: _____
Mailing Address: _____		
City: _____	State: _____	ZIP: _____

### FOR OFFICE USE ONLY

Date Received: _____	Deposit No.: _____
Renewal Fee: _____	Delinquent Fee: _____
Check No.: _____	<input type="checkbox"/> Surety Bond Renewal
Date Issued: _____	<input type="checkbox"/> Wall Certificate
	<input type="checkbox"/> Database



# APPRAISAL MANAGEMENT COMPANY REGISTRATION RENEWAL APPLICATION—PAGE 2

Has Service of Process Agent changed? No _____ Yes _____ (complete information below)		
Name: _____		
Address: _____		County: _____
City: _____	State: _____	ZIP: _____
Phone: _____	Fax: _____	
Email: _____		
Has Controlling Person changed? No _____ Yes _____ (complete information below)		
Name of Controlling Person: _____		
Date notification sent to Board: _____		
Are all Certifications listed under Section 3 of Original Registration still in compliance? No _____ Yes _____ (If no, please explain and attach relevant documentation.)		
Are there any pending charges or complaints against the AMC in any state, including West Virginia, or by this Board? No _____ Yes _____ (If yes, please explain and attach relevant documentation.)		
Are there any court cases pending against the AMC in any state, including West Virginia? No _____ Yes _____ (If yes, please explain and attach relevant documentation.)		
Has the status of the Current AMC Controlling Person changed since completing Sections 1, 2 and 3 of the Controlling Person Form? No _____ Yes _____ (If yes, please explain and attach relevant documentation.)		
Has the status of any AMC Owner/Employee or AMC Owner/Consultant listed on the AMC/Owner/AMC/Consultant Form filed with the Board changed since completing Sections 1, 2 and 3 of the AMC Owner/Employee or Owner/Consultant Form? No _____ Yes _____ (If yes, please explain and attach relevant documentation.)		

## **Applicant Certification**

The undersigned, in making this application for renewal to the West Virginia Real Estate Appraiser Licensing and Certification Board under the Provisions of W. Va. Code § 30-38A and W.Va. Code R. §190-5, swears, or affirms that he (or she) has been designated by the Appraisal Management Company to make this application for renewal on their behalf, and that all information provided in connection with this application for renewal is true to the best of his or her knowledge and belief, with the understanding that any omissions, inaccuracies or failure to make full disclosure, or the return of a check for insufficient funds, may be deemed sufficient reason to deny renewal of a registration issued by the Board.

Signature of Applicant: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_